Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

This warning letter is being issued to you as we have received a negative report about your work attitude from your supervisor. You shirk from taking responsibilities and avoid new projects. You must change this irresponsible and careless approach towards work if you do not wish to face termination.

At the time of your appointment, you claimed that your welcome challenges. However, you haven't been able to prove your claim up till now. You should also know that the company has the right to fire an employee who refuses to take assignments and projects.

It is expected that you will exhibit more keenness towards work from now onwards. In case you face a genuine issue, you may seek help from your supervisor.

Sincerely,

Your Name

Title